



**San Bernardino County Homeless Partnership
Provider Network**

Wednesday, January 20, 2010 • 1:00 to 3:00 p.m.

**Registrar of Voters • General Services Building
777 Rialto Avenue, San Bernardino, CA 92415**



AGENDA

OPENING REMARKS	
a. Call to Order	Patricia Nickols
b. Presentation of Minutes – October 21, 2009	Patricia Nickols
DISCUSSION ITEM	
c. Approve By-Laws	Regina Coleman
d. Receive Registration Forms for HPN Membership (Christy Hamilton will accept the forms)	Regina Coleman
e. Discuss HPN Officer Election	Patricia Nickols
INFORMATIONAL ITEMS	
a. HMIS Data Entry Assistance Update	Rowena Concepcion/Christy Hamilton
b. 2009 Homeless Summit and Project Homeless Connect	Christy Hamilton
c. CoC Funding Update	Christy Hamilton
CLOSING COMMENTS	
f. Roundtable Discussion <ul style="list-style-type: none">• HEARTH Act• Homeless Youth Capacity Building Project g. Next Meeting February 17, 2010 1:00 p.m. to 3:00 p.m. Superintendent of Schools – Support Center 4595 Hallmark Parkway San Bernardino, CA 92407 Attachments <ul style="list-style-type: none">a. Meeting Minutes of 10/21/09b. Registration Formc. By-Lawsd. Annual Meeting Schedule-2010	Patricia Nickols/Michele Watson

Office of Homeless Services
850 E. Foothill Boulevard
Rialto, CA 92376
(909) 873-4423

<http://hss.sbcounty.gov/ohs//>

THE SAN BERNARDINO COUNTY HOMELESS PARTNERSHIP MEETING FACILITY IS ACCESSIBLE TO PERSONS WITH DISABILITIES. IF ASSISTIVE LISTENING DEVICES OR OTHER AUXILIARY AIDS OR SERVICES ARE NEEDED IN ORDER TO PARTICIPATE IN THE PUBLIC MEETING, REQUESTS SHOULD BE MADE THROUGH THE OFFICE OF HOMELESS SERVICES AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE PARTNERSHIP MEETING. THE OFFICE OF HOMELESS SERVICES TELEPHONE NUMBER IS (909) 873-4423 AND THE OFFICE IS LOCATED AT 850 E. FOOTHILL BLVD. RIALTO, CA. 92376. <http://hss.sbcounty.gov/ohs//>

AGENDA AND SUPPORTING DOCUMENTATION IS AVAILABLE ON THE INTERNET: _N/A_ OR CAN BE OBTAINED AT 850 E. FOOTHILL BLVD. RIALTO, CA 92376.

Minutes for San Bernardino County Office of Homeless Services Homeless Provider Network Meeting

October 21, 2009

1:00 P.M.

San Bernardino Superintendent of Schools
601 North "E" Street, San Bernardino, CA

Minutes Recorded by Crista Wentworth

TOPIC	DISCUSSION	ACTION/OUTCOME
Introductions	Isaac Jackson	<ul style="list-style-type: none"> Introductions were made by all.
DISCUSSION ITEMS		
Proposed Homeless Partnership Network By-Laws	Regina Coleman, Principal Asst. County Counsel	<ul style="list-style-type: none"> The Draft HPN By-Laws were reviewed by all present. There were a few suggestions and/or changes, which will be incorporated in a second draft document, which will be presented to the network at the next regular meeting in January.
Selection of Interim Chair	Isaac Jackson	<ul style="list-style-type: none"> The consensus was that the Office of Homeless Services will open the next regular meeting of the Homeless Partnership Network, which is January 27, 2010. At that time a new chairperson will be selected.
TOPIC		DISCUSSION
HMIS Data Entry Assistance	Isaac Jackson	<ul style="list-style-type: none"> For those agencies that are still behind at this time, with the Continuum of Care Application being due on November 9, 2009, it was decided that OHS would offer more assistance with their own staff, as some of the agencies were not receptive to having WEX workers input their sensitive data.
CoC Update		<ul style="list-style-type: none"> Glenda Jackson with DAAS also offered assistance with interns for this project, as they have gone through background checks.
	Isaac Jackson	<ul style="list-style-type: none"> The Housing Inventory Chart must be updated before the due date, as some of the data has inconsistencies.
		<ul style="list-style-type: none"> We have nine new applicants and the Grant Review Committee will meet on October 22, 2009, to determine the applications which will be selected for the 2009 CoC.
		<ul style="list-style-type: none"> The Interagency Council on Homelessness will then make the final decision at their next meeting, being held on October 29, 2009.

HPRP Update	Isaac Jackson	<ul style="list-style-type: none"> The awardees are as follow: <ul style="list-style-type: none"> San Bernardino – Inland Temporary Homes Rialto – Cathedral of Praise and Option House Fontana – Water of Life Church Ontario – Mercy House County of San Bernardino - <ul style="list-style-type: none"> Catholic Charities Community Action Partnership Redlands Family Service Association High Desert Domestic Violence Homeless Summit – Behavioral Health Resource Center - Auditorium 850 E. Foothill Blvd, Rialto, CA 92376 November 9, 2009 – 9:00 a.m. to 12:00 noon <p><i>Please send in your RSVP's for this event to (909) 387-7448, Crista Wentworth</i></p> <ul style="list-style-type: none"> Project Homeless Connect – The Rock Church 2345 So. Waterman Avenue, San Bernardino November 16, 2009 – 12:00 noon to 5:00 p.m. <p>This is the first of four Project Homeless Connects, which we will be hosting throughout the County. This first one will be for the Fifth District.</p> <ul style="list-style-type: none"> Confirmed volunteers from the HPN: Anthony Brazier, a staff member of Inland Behavioral and Health Svcs, Teri Blum-Johnston.
Homeless Summit	Isaac Jackson	
Project Homeless Connect	Isaac Jackson	
ROUNDTABLE		
Announcements	Isaac Jackson	<ul style="list-style-type: none"> House of Ruth sent a letter to OHS to let everyone know that the arrest of an employee was for the House of Ruth in the Los Angeles area, and does not affect the House of Ruth in San Bernardino County. Central City Lutheran Mission is hosting an elegant fund-raising gala event on November 21, 2009 at the Mission Inn in Riverside, CA. For more information please contact them at (909) 381-6921. She wanted to thank the agencies and individuals who attended the Community Action Partnership's Annual Gala event, held on September 10, 2009. They will be conducting another event in May, as well. Chaffey High School District will be having a Grand Opening of their District Closet for students. The event will take place at Valley View High School, Saturday, October 24, 2009. Saturday is also "Make a Difference Day".
	Isaac Jackson	
	Rowena Concepcion	
	Lucy Valencia	

Check-Out-Adjournment		Being no further business to discuss, the meeting adjourned at 3:00 p.m.
Next Meeting		Homeless Summit – November 9, 2009 at 9:00 a.m. to 12:00 noon. Behavioral Health Resource Center – 850 E. Foothill Blvd, Rialto, CA Auditorium

ATTENDEES:

BARRALES	JORGE	Inland Counties Legal Svcs	760-241-7073	ibarrales@icls.org
BLUM-JOHNSTON	TERI	Community Action Partnership	909-723-1522	Tblum-johnston@capbsc.sbcounty.gov
BUFORD	CARL	CFO-Clearwater Residential	951-443-6849	carl@clearwaterresidential.com
BUFORD	DUSTY	Counselor – MHS, Inc.	909-433-9824	dbuford@mhsinc.org
CARTER	KIM	Time for Change Foundation	909-886-2994	kimc@timeforchange.org
CASTRO	JOHN	Recruiter – Center for Employment Training	909-478-3818x113	jcastro@cet2000.org
CHAVEZ	ARMANDO	SSW – ADS	909-873-4424	achavez@dbh.sbcounty.gov
CHERRY	LAKEYA	CBSW – San Bernardino Parole Office	909-806-3516	Lakeya.cherry@cdcr.ca.gov
COLEMAN	REGINA	County Counsel – Attorney	909-387-3266	rcoleman@cc.sbcounty.gov
CONCEPCION	ROWENA	Manager-Community Action Partnership	909-723-1512	rconcepcion@cspd.sbcounty.gov
DOBRICK	JULIE	Grant Writer – High Desert Domestic Violence	760-843-0701	Julie@hddvp.org
DORESTIN	JUNICE	Social Worker	909-521-4040x203	Junice.dorestin@cdcr.ca.gov
DOWDY	BRENDA	Homeless Education Specialist - SBCUSD	909-386-2634	brenda_dowdy@sbcss.k12.ca.us
DRIEBERG	LEANNE	CEO-Inland Temporary Homes	909-796-6381	leanne@ithomes.org
DURHAM	PAUL	SBCSS	760-948-3434	Paul_durham@sbcss.k12.ca.us
EGENES	JAY	Pastor	909-882-2961	pastor@14alutheran.org
EMELUE	PETER	Public Advocate – Inland Counties Legal Services	909-884-8615	pemelue@icls.org
ESCALANTE	JOSEPHINE	Jerry L. Pettis Veterans Medical Center		
FAZEKAS	DOUG	Administrative Manager – DBH	909-387-7238	dfazekas@dbh.sbcounty.gov
GRIFFIN	RUTH	Resource Specialist – Children & Families Commission	909-387-1525	rgriffin@cfc.sbcounty.gov

HEESEN	CHERYL	Ex. Director – Family Service Agency of Redlands	909-793-2673	rfscheryl@hotmail.com
HEIN	MIKE	Vice President – MMC, Inc.	909-889-2555	mikeihein@yahoo.com
HOUSE	MICHELLE	Advocate- Inland Counties Legal Services	951-248-4532	mhouse@icls.org
KENNEDY	MISCHA	Staff Attorney – Inland Counties Legal Services	909-884-8615	mkenedy@icls.org
LEAL	MARCO	Social Worker	909-748-6770	Mleal1980@yahoo.com
MARDIS	CHRIS	Field Representative - Board of Supervisors - Gonzalez	909-387-3127	cmardis@bos.sbcounty.gov
MARTIN	BECKY	Director – Arrowhead United Way	909-884-9441	rebeccam@ahuw.org
OSTERBERG	EMMA	Community Development Intern	909-528-2531	eoosterberg@trinityonline.org
OWENS	REGINA	Mental Health Specialist – DBH	909-388-4133	rowens@dbh.sbcounty.gov
PASCO	ANGELA	Ex. Director – New Hope Village, Inc.	760-256-3656	Newhopevillageinc@yahoo.com
PROPER	DEBORAH	St. John of God Health Care	760-241-4917 x221	dproper@sighcs.org
ROCHELLE	MARGARET	Project Manager – Inland Behavioral & Health Svcs	909-881-6146	rochellem@ibhealth.org
RODDICK	ROBERT	Attorney - Inland Counties Legal Services	951-320-7514	rroddick@icls.org
RODRIGUEZ	MONIQUE	Community Impact Coordinator- AHUW	909-884-9441	Moniquer@ahuw.org
THOMAS	RUBY	CEO-Restore to Hope		t.ruby29@yahoo.com
VALENCIA	LUCY	Outreach Consultant	909-988-8511	Lucy-valencia@cjuhsd.k12.ca.us



San Bernardino County Homeless Partnership

Homeless Provider Network Registration Form



Applicant Name: <input type="checkbox"/> (Mr.) <input type="checkbox"/> (Ms.) <input type="checkbox"/> (Group)			
Mailing Address:			
City:	State:	Zip:	Phone: () -
E-mail Address:			

Organization Name (if applicable):			
Executive Director: <input type="checkbox"/> (Mr.) <input type="checkbox"/> (Ms.)			
Business address:			
City:	State:	Zip:	Phone: () -
		Fax:	
E-mail Address:			

Member Representative (Name one Voting and two Alternates) :	
Voting Name:	Title:
Alternate Name:	Title:
Alternate Name:	Title:

Name the Standing Committee(s) you are interested in serving on:		
1.	2.	3.
4.	5.	Maximum of Five

Do you provide homeless services to San Bernardino County residents? If no, please provide an explanation of services and service area.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Are you a current member of the San Bernardino County Interagency Council on Homelessness (ICH)?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will you benefit from financial gain if you are appointed to a committee? If yes, please provide an explanation.	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Signature:	Date:
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For Office Use Only: (Do Not Write Below the Line)

Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Log#:	Reviewer Initials:
Comments:			

San Bernardino County Homeless Partnership Homeless Provider Network

BY-LAW

A Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. The mission of the San Bernardino County Homeless Partnership (Partnership) is to provide a system of care network that is inclusive, well planned, coordinated and evaluated and is accessible to all who are homeless or at-risk of being homeless.

Article I: Purpose

The Homeless Provider Network (HPN) is a vital component of the San Bernardino County Homeless Partnership. The purpose of the HPN is to develop and implement measurable goals and objectives to address the needs of the homeless in San Bernardino County in accordance with the 10-Year Strategic Plan, coordinate services, develop collaborative relationships, and share information and resources.

Article II: Vision

The purpose of the Partnership is to end chronic homelessness and reduce the instance of episodic homelessness in the County of San Bernardino. This will be accomplished through collaborative partnerships with federal, state, and local governments, social services agencies and community and faith-based organizations. To that end, the HPN shall facilitate a joint working approach through collaborations among HPN members to implement the action steps adopted in the 10-Year Strategic Plan.

Article III: Duties

- A. Serve as an Advisory Body to the Interagency Council on Homelessness (ICH).
- B. Develop new programs or redesign current programs to coordinate the effectiveness and comprehensive delivery of services and resources.
- C. Endeavor to remain on the cutting edge of innovation in homeless programs and service delivery.
- D. Strive to fully utilize the Homeless Management Information System (HMIS) for data collection and analysis.
- E. Identify gaps in services and best practices.
- F. Monitor proposed legislation.

**Article IV:
Membership**

- A. Any person, group, or organization within San Bernardino County or any organization providing homeless services, or related services, to San Bernardino County residents may seek membership in the HPN. Each Member may have one voting representative and two alternates. A representative may only exercise voting authority for a single group or organization.
- B. A person, group or organization is considered to be a member in good standing if he, she or the entity, has a valid member registration on file with the Office of Homeless Services (OHS) and has not missed more than two meetings during the previous six month period.
- C. If a Member has missed more than two meetings in a six month period without providing prior explanation to OHS by email or telephone (“excused absence”), that Member will be placed on the inactive rolls for a minimum of three meetings. A Member will be limited to two excused absences during the program year. An inactive Member may become active by submitting a written request to OHS anytime after the three meeting suspension. Inactive Members will receive notice of their inactive status.

**Article V:
Officers**

The HPN shall elect from among its Members a Chair, Vice Chair and Standing Committee Chairs. Each officer shall serve for a term of one (1) year commencing March 1 and ending February 28 of the following year.

**Article VI:
Selection of Officers**

- A. Officers shall be nominated by the membership and elected to office by a majority vote of the Members present at a meeting in which a quorum has been established. An officer must be a voting representative of a Member in good standing.
- B. Duties of Officers
 - 1. The duties of the Chair shall include:
 - a. Provide oversight, direction and leadership to the HPN.
 - b. Conduct and facilitate HPN Meetings.
 - c. Interact with all Partnership members.
 - d. Coordinate agenda setting and HPN activities with OHS

- e. Report activities of Provider Network to ICH quarterly.
 - f. Appoint Task Force, Special and Ad Hoc committee chairs and members.
2. The duties of the Vice Chair shall include:
- a. Acting as Chair in the absence of the chairperson.
 - b. Convene meetings and coordinate activities of the standing committees, ad hoc committees and special task forces.
 - c. Perform other duties as assigned.
3. The duties of the Committee Chairs shall include:
- a. Convene all meetings of their assigned committee.
 - b. Report findings, recommendations and actions of the committee to the HPN.
 - c. Prepare written reports of each committee meeting to be filed with OHS.
 - d. Coordinate all activities with the OHS.
 - e. Perform other duties as assigned.
4. The Homeless Services Coordinator shall act as Secretary to the HNP and the duties shall include:
- a. Prepare an agenda for each regular and special meeting of the HPN. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and shall be posted at least 72 hours before any regular meeting and 24 hours before any special meeting in a location that is freely accessible to members of the public.
 - b. Prepare official minutes of each HPN regular and special meeting indicating attendance and recording actions taken at each meeting.
 - c. Convene the meeting of the HPN in the absence of the Chair and Vice Chair.

Article VII:
Vacancies of Offices

- A. Should the office of Chair become vacant prior to the end of the present term, the Vice-Chair shall complete the term of office. The position of the Vice-Chair shall be filled by a special vote at the next regular HPN meeting, unless the Members direct otherwise.
- B. Vacancies in other offices shall be filled by appointment of the Chair subject to the ratification of the Members by simple majority vote.

Article VIII:
Meetings

- A. Regular meetings of the HPN shall be held at least monthly at a time and date determined by its members, unless modified by a majority vote of the Members at any regular meeting where a quorum has been established.
- B. A special meeting may be called at any time by the Chair, or a majority of the Members, by delivering personally or by mail or electronically written notice of the date and purpose of the meeting to each Member 48 hours before the time specified in the notice.
- C. Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, Section 54950) and under Robert's Rules of Order.

Article IX:
Committees

- A. The HPN shall maintain at least five Standing Committees: Funding, Housing Services, Income and Support Services, Outreach and Engagement, and Planning and Evaluation. Each Committee shall have an elected Chair, who will convene meetings and coordinate Committee activities. Members of the Standing Committees can be drawn from the HPN membership and from partner organizations, entities and the community, including consumers.
- B. The HPN may establish Special Committees, Ad hoc Committees and Special Task Forces as necessary.

Article X:
Quorum

One half of the Members in good standing, plus one, shall constitute a quorum for the transaction of business. The affirmative votes of at least a majority of the Members present at a meeting in which a quorum has been established shall be required to take any action.

Article XI:
Agenda

The agenda for the regular meetings shall be prepared in consultation with the HPN Chair and distributed by the OHS to each member at least seven (7) calendar days prior to the meeting. The agenda may be accompanied by agenda support materials. Copies of the agenda shall be posted as required by the Brown Act and made available to the public at each meeting.

Article XII:
Agenda Deadline

All matters to be included on the printed agenda must be submitted to the Chair, Chair's designee, or OHS at least fourteen (14) calendar days prior to the meeting.

Article XIII:
Minutes

Minutes shall be taken and distributed by the Homeless Services Coordinator, or designee. The Chair, and/or the Homeless Services Coordinator shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for the next meeting.

Article XV:
Amendments

These bylaws may be amended by a two-thirds vote of the Members present at a meeting in which a quorum has been established.

CERTIFICATE OF OHS

I certify that the above bylaws, consisting of five (5) pages, including this page, are the Bylaws of this body as amended by the Members.

Date: _____

By: _____

Isaac Jackson
Homeless Services Coordinator



San Bernardino County Homeless Partnership

Homeless Provider Network Annual Meeting Schedule-2010

Date	Time	Location
January 20, 2010	1-3pm	Registrar of Voters Building Large Conference Room 777 East Rialto Avenue San Bernardino, CA. 92415
February 17, 2010	1-3pm	County Superintendent of Schools Support Center
March 17, 2010		4595 Hallmark Parkway San Bernardino, CA. 92407
April 21, 2010	1-3pm	
May 19, 2010		
June 16, 2010		Behavioral Health Resource Center Auditorium
July 21, 2010		850 East Foothill Boulevard Rialto, CA. 92376
August 18, 2010		
September 15, 2010		
October 20, 2010		

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